



U.S. Senate  
Office of the Secretary

## **HUMAN RESOURCES**

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### **Vacancy Announcement**

**Reposting-previous applicants need not re-apply**

**POSITION:**

**Security Office Administrator**

**DEPARTMENT:**

**Office of Senate Security**

**SALARY RANGE:**

**\$51,403 - \$79,675**

**CONTACT**

Applications for the position must be submitted online; see the link below. If you need an accommodation to submit an application for this position, please contact Human Resources at 202-224-3625 or stop by the Human Resources office at SH231B.

**FEDERAL RELAY  
SERVICE**

Speech/Hearing impaired persons may contact the Federal Relay Service at 1 (800) 877-8339 TTY

**POSTING DATE:**

**June 11, 2015**

**DEADLINE FOR  
APPLICATIONS:**

**Open until filled**

The new online application can be found in the Employment section of Senate.gov - <http://www.senate.gov/employment>.

All applicants should complete a Secretary of the Senate Application for Employment and attach a cover letter and current resume to the Human Resources Department at the link listed above. Qualified candidates will be contacted if selected for an interview. Do NOT mail. No phone calls please.

**VETERANS'**

Hiring for this position will be governed by the Veterans Employment Opportunity

**PREFERENCE:**

Act of 1998 ("VEOA"), as made applicable by the Congressional Accountability Act of 1995. Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Secretary of the Senate and who are disabled or who have served on active duty in the Armed Forces during certain specified time periods or in certain military designated campaigns ("veterans") may be eligible



to receive a preference over non-veterans in hiring decisions. Family members of veterans may also be eligible to receive a veterans' preference if the veteran cannot claim his or her veterans' preference.

To be eligible for a veterans' preference, applicants must meet all of the requirements set forth in the VEOA and applicable regulations. Those eligibility requirements are summarized in the Application for Veterans' Preference, which may be obtained by accessing the on-line application and completing the checklist.

**If claiming a veterans' preference, an applicant must indicate that he/she is preference eligible on the application or resume and must submit a completed copy of the Application for Veterans' Preference along with the supporting documentation specified on that form.** If the Office of the Secretary of the Senate does not receive the Application for Veterans' Preference and supporting documentation by the closing date, the applicant's claim for a veterans' preference may be denied.

Applicants may obtain a copy of the Office's Veterans' Preference in Appointments policy by submitting a written request to [vets@sec.senate.gov](mailto:vets@sec.senate.gov).

Individuals who are entitled to a veterans' preference are invited to self-identify voluntarily. This information is intended solely for use in connection with the Office of the Secretary of the Senate's obligations and efforts to provide veterans' preference to preference-eligible applicants in accordance with the VEOA. An applicant's status as a disabled veteran and any information regarding an applicant's disability, including the applicant's medical condition and history, will be kept confidential and will be collected, maintained and used in accordance with the Americans with Disabilities Act of 1990, as made applicable by section 102(a)(3) of the CAA, 2 U.S.C. §1302(a)(3). An applicant who declines to self-identify as a disabled veteran and/or to provide information and documentation regarding his/her disabled veteran's status will not be subjected to an adverse employment action, but the individual may be ruled ineligible for a veterans' preference.



**UNITED STATES SENATE  
OFFICE OF THE SECRETARY**

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**SECURITY OFFICE ADMINISTRATOR**

**Department:** Office of Senate Security

**Reports to:** Director, Senate Security

**NATURE OF WORK**

This is administrative work coordinating classified Senate meetings and office accounts of the Office of Senate Security. The work includes scheduling, organizing and controlling access to meetings which may include Senators, Cabinet Secretaries, and other high ranking officials. Additional duties include office management responsibilities and other administrative work. Work is bound by the Senate Security Manual, DIA, CIA, and DoD Directives, Senate Rules, and Secretary of the Senate policies and procedures, but requires independent judgment in setting priorities and handling unusual assignments.

**ESSENTIAL FUNCTIONS**

Acts as liaison to agencies providing classified briefings to Senators and Senate Staff, and to Senate offices and Committees. Schedules briefings and meetings. Requests and records clearance verification information for incoming visitors. Verifies clearances, both internally and externally, of all attendees and briefers, provides an access list, verifies identities, and controls classified information created or provided for briefings.

Maintains office files and accounts, maintains office supplies, and escorts visitors throughout the facility.

Maintains the conference room usage database.

Greets visitors, checks visitors' identification, answers telephones, and provides telephone messages.

Sets up rooms for various types of meetings according to applicable requirements.

Notifies any Senators in the office of Senate votes.

Maintains current knowledge of the Office of Senate Security's Emergency Action Plan (EAP) and Continuity of Operations (COOP) plan; participates in periodic exercises and drills.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed in an office environment and involves everyday risks or discomforts which requires normal safety precautions when operating equipment and performing the work. Work is

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*The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge and skill typically required and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.*





## UNITED STATES SENATE OFFICE OF THE SECRETARY

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essentially sedentary with daily walking, standing, bending, carrying items less than 25 pounds such as books, papers, small parcels, etc.

### MINIMUM QUALIFICATIONS

Work requires a High School Diploma or GED with one to three years of experience handling classified information; or an equivalent combination of education and experience that provides the following knowledge, skills and abilities. Experience with or knowledge of the internal operations of the U.S. Senate is desirable, but not required. Experience working in classified environment is desirable, but not required.

Ability to maintain confidentiality.

Ability to communicate effectively both orally and in writing.

Ability to interact comfortably with Senate Members, their staffs and high ranking officials on a daily basis.

Ability to courteously and professionally assist visitors and callers.

Ability to use tact and diplomacy when dealing with others.

Ability to work under time pressure and tight deadlines..

Ability to multitask and prioritize tasks in a changing environment.

Ability to think independently and make decisions using established protocols and priorities.

Demonstration of strong attention to detail.

Ability to use computer and relevant computer software packages, including databases.

Ability to process, sort, and file forms and records.

Ability to obtain **TOP SECRET** security clearance.

Ability to meet DCID 6/14 eligibility requirements.

### LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

United States citizenship.

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